



# USAID | AFGHANISTAN

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**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Development Program Specialist  
**Type of vacancy:** Multiple  
**Opening date:** May 09, 2017  
**Closing date:** May 22, 2017  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement #:** USAID/306/17/34/OEG

**Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Development Program Specialist** under a personal services contract, as described in this solicitation.

**BASIC FUNCTION OF THE POSITION:**

The Development Program Specialist assigned to the Office of Economic Growth (OEG) at USAID/Afghanistan serves as the lead Foreign Service National (FSN) within an economic and programmatic advisory role for the office. The incumbent leads the gathering and analysis of economic data and trends as it affects OEG programs and design of activities. As OEG's supervisory monitoring and evaluation focal person, the incumbent analyzes and addresses all key indicators and results that relate to the implementation of activities in order to develop advice and recommendations for the office programs to further proceed while assuring that OEG has met all of the Office of Program and Project Development (OPPD) monitoring and evaluation requirements.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**Economic Analysis/Advisory**

- Serves in an advisory capacity to the OEG for strategy and program design, evaluation and performance monitoring, and activity implementation by providing relevant macro- and micro-economic information and analysis. This includes but not limited to analysis and reporting on current economic conditions affecting the Government of the Islamic Republic of Afghanistan (GIROA)'s fiscal and monetary policy; international trade and investment policies; multi-donor initiatives and positions; and private sector initiatives with implications for increased employment opportunities and women empowerment.
- Analyzes economic policies and economic trends for their impact on Afghanistan's economic development and their potential implications for USAID/Afghanistan program and results achievement. Prepares reports and briefing materials on economic issues and developments as appropriate and useful to OEG, USAID/Afghanistan and its partners.
- Contributes to shaping the policies of USAID/Afghanistan regarding economic growth and poverty reduction including commenting on the country's strategic and operational documents, preparing reports for OEG, senior management, and external audiences, as well as liaising with external partners.

- Provides economic expertise in the design and implementation of USAID programs working in the areas of private sector competitiveness, trade, including customs and transportation, technology, financial reform and the overall business enabling environment.
- Monitors and analyzes issues and developments related to the formulation and implementation of the GIRoA's development strategy as articulated in the Afghanistan National Peace and Development Framework (ANPDF) and subsequent strategy papers and policies.
- Works closely with interagency team members from the U.S. Embassy to analyze the economic situation and advise OEG on issues affecting U.S. Mission programs and results achievement.
- Builds and maintains strong relationships with host government officials including senior advisors and officials at ministerial level as well as representatives from the university and research community. Maintains collaborative working relationships with private business, banking and donor community as needed to perform responsibilities. As needed, serves as the OEG's advisory member on committees and working groups organized by the USAID Mission and others which focus on issues related to macroeconomics, private sector development, trade, technology and finance.
- Conducts analysis on development assistance issues, including donor coordination, in order to leverage existing programs and avoid duplication of efforts. Maintains dialogue with key donors to stay abreast of developments and emerging cross-cutting issues which include but are not limited to on and off support, institutional reforms, public financial management and capacity building initiatives.
- Develops close working relations with colleagues working in economic growth based in USAID/Washington and regional USAID Missions to ensure that their programs and initiatives complement those of USAID/Afghanistan. Promotes USAID/Afghanistan economic growth activities.
- Maintains economic information files and database systems for OEG.

## **Performance and Program Management**

### **Performance Management:**

- Serves as the Supervisory Monitoring and Evaluation Officer for OEG. Coordinates preparation and implementation of the office's Multi-Tiered Monitoring (MTM) Approach, Monitoring Capturing Tool (MCT) compliance, Performance Management Plan (PMP) and subsequently adopted M&E tools. Designs and manages process for tracking achievement of the PMP.
- Serves as the lead in the preparation of the Mission-wide portfolio reviews. Derive knowledge to effectively apply lessons-learned/best practices.
- Remains abreast of USAID and USG regulations, guidelines and policies and work with OEG staff to ensure that performance management is conducted according to requirements and reflects best practices.
- Provides technical oversight in the assessment of the impact of the Mission programs on economic development and poverty reduction.
- Contributes to the preparation of various U.S. Mission reports such as the annual report and Operation Plan, the Mission Strategic Plan (MSP), Embassy Commercial Guide, and others as appropriate. Guide and advise the OEG management in the collection and interpretation of required economic data and information for such reporting.

### **Program Development and Management:**

- Leads and/or collaborates in the design or the preparation of proposal of USAID/Afghanistan economic growth-related activities in the areas of economic policies, business reform, financial sector, trade, technology, taxation and investment issues.
- Leads and collaborates with other technical offices on program development and monitoring of cross-cutting nature. Serve as a support advisor on public-private partnerships. Identify potential areas for partnerships; suggest measures for initiating partnerships and for advancing and mainstreaming the USAID Global Development

Alliance approach and for monitoring impacts on economic growth. Conduct due diligence analysis and obtain necessary guidance and clearances from USAID advisors in headquarters and regional Missions.

- Assists in managing economic growth related programs for USAID/Afghanistan. Serve as activity manager or cognizant technical officer. This includes the responsibility to perform direct supervision duties with respect to institutional contractor(s)' project and monitor their program performance within the framework of the overall mandate, objectives, work plan, and products and services agreed with USAID.

## **REQUIRED QUALIFICATIONS:**

**Education:** At a minimum a Bachelor's degree in Economics, public policy, development/social studies, business administration, and international development. (Education requirement must be met at the time of application for the subject position).

### **Experience:**

At least five years of progressively responsible professional-level experience with emphasis on economic/socio-economic analysis/research. At least three years of this experience should have been in development assistance, or related work for USAID, other donor organizations or private sector organizations. Previous experience should demonstrate ability to take on increasing amounts of responsibility and potential for professional growth. This includes demonstrated ability to plan and carry out important projects without significant supervision.

(Work experience requirement must be met at the time of application for the subject position).

### **Language Proficiency:**

Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

**Job Knowledge:** The incumbent must be able to demonstrate knowledge of program management, particularly in the Afghanistan context, and have a clear understanding of the policy, regulatory and organizational issues that are involved in various sectors related to economic growth.

**Skills and Abilities:** Thorough knowledge of the Afghanistan economy and economic policy-making institutions. Excellent understanding and interpretation of key economic and social indicators. Familiarity with foreign assistance program design, implementation, monitoring and evaluation.

## **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Development Program Specialist (OEG 1734)**.

**ANY/ALL application submissions after the closing date of May 22, 2017 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)  
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>  
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

# **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND ALL GENDERS ARE URGED TO APPLY**